Job Description

Description: Part Time

Work Schedule: 3-4 hours per week around your pre-existing schedule (fall and spring semesters and approximately 1 hour per week in the summer semester)

Hours: To be determined based on your availability

The Student Success Center in IPFW’s College of Engineering, Technology, and Computer Science invites applications for the position of Peer Mentor. Mentors in this position can expect to:

- Commit to a minimum of one full calendar year of participation (beginning in Summer of 2017-remote participation from home is acceptable in the summer).
- Attend one mentor training session as scheduled by the coordinator in the spring semester prior to your first year in the program – Saturday, April 22, 2017 from 8:45 am-1:30 pm.
- Attend the Welcome Event/Orientation scheduled at the beginning of each semester.
- Dedicate approximately 3-4 hours each week during the spring and fall semesters in a mentoring capacity (making contacts, attending events and activities, participating in professional development periodically) and approximately 1 hour per week in the summer semester contacting mentees by phone or email.
- Maintain a friendly, but professional relationship with mentees.
  - Remain in contact (at least bi-weekly) with your mentees (in person, by phone, or by email).
  - Contact future mentees over the summer prior to their arrival (phone or email).
  - No romantic relationships between mentees and mentors is permitted.
- Attend one mentor professional development workshop or meeting per month as announced by the coordinator.
- Coordinate participation in a minimum of 5 ETCS or IPFW sponsored events each semester with your mentee(s) and complete the Activity Report Forms for each event.
- Work with your mentees to help them to create a list of SMART Goals for each semester that you can provide support to help them to achieve.
- Refer mentees to appropriate services, resources, and opportunities on campus and in the community as needed and report concerns to the coordinator.

Qualifications

Required:

- Student in the College of Engineering, Technology, and Computer Science (any discipline)
- Have earned at least Junior class standing by the end of Spring 2017 (with at least 30 credit hours earned at IPFW)
• Have and maintain at least a 2.75 cumulative GPA
• Able to commit approximately 3-4 hours per week and for one full calendar year (beginning Summer 2017)
• Able to attend training Saturday, March 22, 2017 from 8:45 am-1:30 pm
• A positive attitude
• Dependable (makes a commitment and follows through)
• A desire to make a positive difference in the lives of peers

Preferred:

• Co-op or internship experience
• Participation in a Student Professional Organization (SWE, ASCE, ASME, IEEE, or any other)

Additional Information:

• Review of applications will begin April 1, 2017. For highest consideration submit a cover letter, resume, and completed application to the program coordinator, Sara Thomas, at thomassm@ipfw.edu by 5 pm on March 31, 2017.